



# Loan Signing Request Form

24/7 Seal Notary  
P.O. Box 48781  
Los Angeles  
CA 90048  
Ph 1: 310-499-1305  
Ph 2: 323-924-5412  
Fax: 866-372-2352  
Email: info@247seal.com

Please fill out this form in full  
and fax it back to 24/7 Seal.

<b>Loan/Escrow #</b>	<b>Docs Date Sensitive?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Language other than English required?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Requested Language</b>
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**Signing appointment scheduled for** (Date & Time)

**Documents will be delivered to**  Borrower or  Notary on (Date & Time)

### Company Information

**Company Name:** \_\_\_\_\_ **Courier Info: FEDEX / UPS / Other:** \_\_\_\_\_

**Courier Acct #** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Accounts Payable Rep:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **After Hour Contact Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_ **After Hour Contact Ph #:** \_\_\_\_\_

**Escrow Company:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_ **Escrow Ph #** \_\_\_\_\_

### Borrower Information

**Borrower #1:** \_\_\_\_\_ **Cell Ph:** \_\_\_\_\_ **Work Ph:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Borrower #2:** \_\_\_\_\_ **Cell Ph:** \_\_\_\_\_ **Work Ph:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

### Loan Signing Address

**Main/House Ph:** \_\_\_\_\_ **Other Ph:** \_\_\_\_\_

**Street & Unit #:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Other Direction Instructions** (i.e. Thomas Guide, Parking, Beware of Dog...)

### Documentation to be Collected by Notary Public/Loan Signing Agent at the End of Signing

1.	3.	5.	7.
2.	4.	6.	8.

### Return Completed Documents To:

Orders must be received by 5:00 pm PST to get notarization done as requested. Lender must discuss with borrower all details of the loan prior to notary request. Notaries will not be held responsible for missing or inaccurate information provided to the signer by the borrower or the lender. If the borrowers refuse to sign the documents half of the original signing fees, plus mileage will be due. Regardless if escrow closes or not all invoices due within 30 days. All invoices not paid within 30 days of billing will be subject to 25% collection fee should formal collection be pursued. 24/7 Seal is not liable for any damages, whatsoever; monetary or criminal. **By signing below you understand that this Loan Signing Request Form will prove to be legal binding document of which you will be held responsible for any charges incurred due to this submission regardless of funding status.**

**Authorizing Signature**

**Date & Time**

Below this line to be used by 247Seal only

Received By:	Assigned To:	Completed by:	Mileage:
Date & Time:	Date & Time:	Date & Time:	Feedback: